



OFFICE OF EMERGENCY SERVICES

Event Participation Request Form

Interested in having your organization learn about how they can become better prepared for disasters?
The San Jose Office of Emergency Services and San Jose *Prepared!* Program offers on-site presentations and or community outreach and public education on "all hazards" disaster preparedness. To schedule event participation, please complete and return this form.

PLEASE SUBMIT REQUESTS FOR PRESENTATIONS
NO LATER THAN 14 DAYS BEFORE YOUR DESIRED DATE

Please check event type.

☐ **SPEAKING PRESENTATION**

☐ **COMMUNITY EVENT**

Organization:

Type:

(please check)

- ☐ Neighborhood/Homeowners ☐ Non-Profit ☐ Faith-Based ☐ Industry
☐ Other _____

Speaking Location

Facility Name: _____

Address: _____

Contact Name: _____

Telephone: _____

Fax: _____

Email: _____

Desired Date: _____

Time:

(from)

(to)

Your Primary Focus for Activity: _____

Estimated Number of Attendees: _____ (minimum is 10)

YOU MAY EITHER FAX (408) 277-3345, EMAIL sjprepared@sanjoseca.gov OR MAIL COMPLETED FORM TO:

CITY OF SAN JOSE
OFFICE OF EMERGENCY SERVICES
855 N. SAN PEDRO STREET # 404
SAN JOSE, CA 95110
TEL: (408) 277-4595

FOR OES USE

DATE CONFIRMED:

TIME CONFIRMED: (F)

(T)

SPEAKER'S NAME:

EQUIPMENT NEEDED: ☐ Projector ☐ Laptop ☐ VCR ☐ Screen ☐ Table ☐ Chairs

☐ Other